

Andover Girls Traveling Basketball Association
BYLAWS / MANUAL OF OPERATIONS
May 17, 2009



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BYLAWS ANDOVER GIRLS TRAVELING BASKETBALL ASSOCIATION

Adopted by the Board on *[May 17, 2009]*

ARTICLE I MISSION STATEMENT

Andover Girls Traveling Basketball Association (“AGTBA”) has been organized to provide girls in the Andover community an opportunity to participate in a competitive level of basketball in preparation for varsity competition at Andover High School.

ARTICLE II BOARD OF DIRECTORS

Section 2.1. Responsibility. The Board of Directors is charged with the overall responsibility for the affairs of AGTBA including, but not limited to, adoption, approval and enforcement of all policies and procedures in the best interest of AGTBA.

Section 2.2. Organization. The Board of Directors consists of the President, Vice President, Treasurer, Secretary, Fund Raising Director, Grades Age Group Director (2), Tournament Director, Assistant Tournament Director, Equipment Director, Facilities Director, Events Director, Public Relations Director, and Web Site Director.

- a) Specific responsibilities for each Director and/or Board Member are detailed below.
- b) When necessary, any Director and/or Board member may carry out the responsibilities of more than one office.
- c) Only one member of a family may be a Director and/or Board Member of the AGTBA Board.

Section 2.2.1 President. The President will serve as overseer of all AGTBA activities. In the absence of the Treasurer, the President may issue payments for expenditures.

Section 2.2.2 Treasurer. The Treasurer will be responsible for AGTBA finances including payment of all approved expenditures and accounting of income from program registrations, tournaments, sponsors, and other sources. This position is responsible for all cash needs at registrations, tournament ticket and concession facilities and picture sessions. No expenditure over \$100.00 will be made without prior approval of this position or two board members. The Treasurer will issue a Treasurer’s Report at every public meeting, which will include a balanced check register and bank reconciliation. The Treasurer is responsible to review, monitor and maintain proper insurance coverage.

Section 2.2.3 Vice President. The Vice President will serve as President in the President’s absence. In the absence of the Treasurer, the Vice President may issue payments for expenditures.

Section 2.2.4 Information/Records Director (Secretary). The Information/Records Director will be responsible for all reporting and record keeping functions of the organization, including creating and maintaining a database of players, coaches, etc. The Information/Records Director will be responsible for the preparing and distribution of AGTBA meeting minutes, notifying Board Members of upcoming meetings and activities; and supervising the semi-annual audit of the AGTBA financial records.

Section 2.2.5 Fund Raising Director. The Fund Raising Director will be responsible for raising funds, outside the AGTBA tournament, in response to the capital expenditures needed by AGTBA.

Section 2.2.6 Equipment Director. The Equipment Director will be responsible for selection, purchase and storage of all AGTBA equipment and uniforms and working with Facilities Director to coordinate equipment and uniform use during the October - March traveling season, as well as any AAU and Gopher State basketball seasons.

Section 2.2.7 Age Group Director. The Age Group Director (minimum of 2 age groups) will be responsible for working with other Age Group Director, Events Director and High School coach/liaison in recruiting and selecting coaches and independent try-out judges; working with Events Director in organizing and running try-outs; acting as liaison between coaches and Board; contacting players when necessary; and in the event needed, participate in conflict resolution.

Section 2.2.8 Age Group Director. The Age Group Director (minimum of 2 age groups) will be responsible for working with other Age Group Director, Events Director and High School coach/liaison in recruiting and selecting coaches and independent try-out judges; working with Events Director in organizing and running try-outs; acting as liaison between coaches and Board; contacting players when necessary; and in the event needed, participate in conflict resolution.

**Specific Age group responsibilities will be agreed upon by board

Section 2.2.9 Tournament Director. The Tournament Director will be responsible for the planning, organizing, staffing, and team representation of all AGTBA sponsored tournaments, including coordinating certified referees, volunteers for concessions, ticket sales, scorekeeping, timekeeping and statistics; purchasing and awarding trophies; purchasing concession products; serving as AGTBA contact person for all participants; sending notification/invitations in a timely manner to all approved basketball association contacts in AGTBA playing region to ensure representation of the best teams in the area.

Section 2.2.10 Assistant Tournament Director. The Assistant Tournament Director will be responsible for assisting the Tournament Director. Coordinate the process of the registration of AGTBA teams into selected tournaments.

Section 2.1.11 Facilities Director. The Facilities Director will work directly with all Athletic/Community Education Directors at all District #11 facilities; identify AGTBA schedule requirements through solicitation of all head coaches and, in turn, consolidate and clarify those needs in a formal and organized manner; and provide detailed, team by team schedule of events including practice time and locations as well as tournament dates.

Section 2.2.12 Events Director. The Events Director is responsible for organizing and conducting registration; researching coaching clinics; working with Age Group Directors to organize try-outs, including finding independent judges; working with Public Relations Director to advertise AGTBA activities; coordinating team pictures; and organizing year-end banquet.

Section 2.2.13 Public Relations Director. The Public Relations Director is responsible for all public aspects of the AGTBA, advertising all AGTBA activities; and overseeing the publication of results and updates to the standings to the AGTBA tournament.

Section 2.2.14 Web Site Director. The Web Site Director is responsible for updating AGTBA's web site in a timely manner, while ensuring the accuracy of the content. The Web Site Director works with the other Board members to develop the web site content

Section 2.3. Term. Members of the AGTBA Board of Directors are elected by a majority of Voting Members, as defined in Section 4.1 below, at the Annual Meeting for a term of two years, except for the President and the Treasurer who are appointed by the Board of Directors for two-year terms. Each Director of the AGTBA shall be assigned a classification number (e.g. 1,2,3,4, etc). Directors with classification numbers evenly divisible by two will stand for election in years, which are evenly divisible by two. Remaining Directors will stand for election on those years not evenly divisible by two. Each director shall have the right to be re-elected to succeeding terms.

Section 2.4. Election of Board of Directors. Directors shall be elected from the Voting Members, as defined in Section 4.1, at the Annual Meeting.

- a) Nominations can be accepted by the Secretary from any Voting Member of AGTBA.
- b) Votes are cast by any adult over 18 with a voting membership in AGTBA.
- c) One Voting Member cannot exercise two or more votes.
- d) Voting for all board positions, except for the President and Treasurer of AGTBA, are open to anybody with a voting membership in AGTBA.
- e) Voting for the President and Treasurer of AGTBA is open only to the Board of Directors.
- f) Proxies are not allowed.
- g) A simple majority shall determine the winner of the election for the open position(s).
- h) The Secretary of AGTBA is responsible for monitoring and validating the vote.

Section 2.5. Vacancies. Vacancies on the Board of Directors by reason of death, resignation, removal, or disqualification shall be filled for the unexpired term by appointment and majority vote of the Board of Directors.

Section 2.6. Removal of Board Member. A Board Member may be removed at any time, for just cause, by the majority vote of the Board.

ARTICLE III BOARD OF DIRECTORS' MEETINGS

Section 3.1. Regular Meetings. Regular meetings of the AGTBA Board will be held monthly unless conflicts arise. All Board Members will receive advance notification.

Section 3.2. Special Meetings. A special meeting of the AGTBA Board may be called for any purpose at any time by any Board Member. Notice of such special meeting to be given to all AGTBA Board Members not less than seven days notice prior to such meeting.

Section 3.3. Other Meetings. Meetings of any identified sub-committee or groups will be held as called by the appointed Director or committee chairperson.

Section 3.4. Quorum. There must be a minimum of 50% of the full Board of Directors present before any issue can be voted on. Issues requiring a vote without the minimum number of members present must be tabled until the next meeting.

Section 3.5 Action without a Meeting. Any action required or permitted to be taken at a Board meeting may be taken without a meeting by written action signed by a majority of the Directors. The written action is effective when it has been signed by all of those Directors, unless a different effective time is provided in the written action.

**ARTICLE IV
VOTING MEMBERS**

Section 4.1. Voting Membership.

- a) A traveling basketball player with a paid registration fee for AGTBA represents one vote in AGTBA to be cast by a parent or legal guardian.
- b) Membership on the AGTBA Board of Directors constitutes one vote in AGTBA *only* if a Board Member *does not* have a player in AGTBA.
- c) If a Board Member has a player in AGTBA then that Board Member is entitled to *only* one vote.

Section 4.2. Rights and Obligations. The Voting Members of AGTBA as such shall have no right, title or interest in the property, funds or assets of AGTBA.

Section 4.3. Termination of Membership. Membership of a Voting Member of AGTBA shall be terminated at any time by the majority vote of the Board.

Section 4.4. Annual Meeting of Voting Members. An annual meeting of the Voting Members of AGTBA shall be held during the month of April each year. Each annual meeting shall be held on such date and such hour and place as the Board of AGTBA may designate, for the purpose electing Board Members, for the purpose of a reporting on the activities and financial condition of AGTBA and for the purpose of transacting such other business as may properly come before the meeting; provided, however, that no other business with respect to which special notice is required by law, the Articles of Incorporation of AGTBA or these Bylaws shall be transacted unless such notice shall be given.

**ARTICLE V
PLAYER PARTICIPATION IN AGTBA**

Section 5.1. Eligibility.

- a) A player must be female with a paid registration fee for AGTBA.
- b) A player in the AGTBA program must be a resident of School District #11 in the attendance area of Andover High School.
- c) A player will be eligible if they have not been selected by their communities traveling association, and have a waiver by their association to play for AGTBA. See Section 5.4, for roster additions. These player can not displace a player eligible per Section 5.1 (b).

Section 5.2. Try-outs. Tryouts are open to all players in grades 4 through 8.

- a) Try-outs are held in late summer and are open to any eligible players
- b) Each grade level will have their own try-out time
- c) The try-out process shall be fair and understandable to each potential player, with independent judges (minimum of three) trying to accurately assess the skill level and abilities of each potential player, in an attempt to determine which team would be best suitable for each potential player.
- d) Depending on try-out numbers, available coaching, and individual player ability, not every potential player may be placed on a team.
- e) The try-out process is not open to parents. Only the potential players, independent judges, Board members (only if necessary, that do not have a potential player trying out) and selected coaches (even though they may have a potential player trying out) will be allowed to view the try-outs.
- f) The try-out itself will be comprehensive and organized in a safe environment and independent judges will assess individual player skills including, but not limited to: shooting (and lay-ups); dribbling; passing; and quickness. "Team" concepts are also evaluated and include, but not limited to: defense (and defensive "help"); blocking out; running the floor; and offensive "picks".
- g) Potential players or players' parent may request to be selected to be placed on a B team, in the case where the player is eligible to be selected by an A team. This will need to be in writing and handed to the appropriate Age Group Director on the day of try-outs.
- h) Try-out scores will be sealed after the teams are selected and saved for one year, and then destroyed.

Section 5.3 Team Organization.

- a) For 4th grade, the potential players are evaluated and divided up evenly among the selected coaches, in an attempt to make two equal teams.
- b) For 5th, 6th, 7th, and 8th grades;
 - i. For a ten player team: The top seven rated players will automatically make the A team and the coach will select three additional players to fill out the team.
 - ii. For a nine player team: The top six rated players will automatically make the A team and the coach will select three additional players to fill out the team.
 - iii. For an eight player team: The top five rated players will automatically make the A team and the coach will select three additional players to fill out the team.
- c) If a sufficient number of players remain after the A (Gold) team is chosen, the remaining players enter the B (Black) team selection process.
 - iv. For a ten player team: The top seven rated remaining players will automatically make the B team.
 - v. For a nine player team: The top six rated remaining players will automatically make the B team and the coach will select three additional players to fill out the team.
 - vi. For an eight player team: The top five rated remaining players will automatically make the B team and the coach will select three additional players to fill out the team.
- d) Only Board approved, special extenuating circumstances may alter any part of this selection process for 4th, 5th, 6th, 7th, and 8th grade Gold and/or Black teams (including, but not limited to: a legitimate medical excuse documented by a health care provider; an immediate family crisis; or an unavoidable circumstance.

Section 5.4 Rosters.

- a) All participating players will play in the grade that they are currently enrolled with the following exceptions:
 - a. Players are allowed to be placed on a roster up a grade, but not down a grade.
 - b. Players may be placed on a roster if there is a place available in that grade, and upon the recommendation of the appropriate Age Group Director(s) and agreement of 50% of the full AGTBA Board.
- b) AGTBA follows District #11 athletic eligibility requirements.
- c) A player must achieve and maintain a minimum grade point average of 2.0 or risk suspension from participation until the minimum GPA of 2.0 is achieved and maintained.
- d) Teams are to have a minimum of 8 and maximum of 10 players.
- e) The Board will vote on whether to drop certain players based on input from the Age Group Directors, try-put evaluation scoring, and coaches.
- f) All potential players must attend tryouts, regardless if there are 10 or less participating. This will provide an evaluation for those potential players on the borderline for sufficient skills to compete. A potential player who misses tryouts can join a team with 9 or less players, provided the potential player is accepted by the coach and approved by the Board after evaluation at 3 practice sessions.
- g) AGTBA will attempt to field at least two teams (up to a maximum of three teams) at each grade level, with a team size restriction from 8 to 10 players.
- h) Roster additions will not be allowed after teams have been selected without approval of the Board.

**ARTICLE VI
PRACTICES AND GAMES**

Section 6.1 Practices.

- a) Players are expected to arrive on time for practice. If a player is going to be late or miss a practice the coach must be notified in person or leave a voice message as soon as possible.
- b) Players with continued unexcused missed or late practices can expect to lose playing time. Unexcused missed or late practices may result in the following discipline:
 - i. first incident - one game suspension;
 - ii. second incident - two game suspensions; and
 - iii. third incident - suspension from the team, pending review with the parent, the coach and the Board.
- c) Coaches and/or parent representatives will notify players of changes or cancellations in practice times.

Section 6.2 Games.

- a) 4th grade coaches will focus on the development of all players. Coaches will schedule equal playing time for all players.
- b) 5th, and 6th grade coaches will focus on the development of all players. Coaches will attempt to schedule fair playing time for all players. Over the course of the season, each player will receive ample playing time.
- c) 7th and 8th grade coaches will continue to focus on development, but greater emphasis will be placed on how a player is performing to earn playing time.
- d) As a general rule, coaches will attempt to play all players in the first three-quarters and use the fourth quarter to compete to the best of the team's ability.
- e) Though every player is guaranteed playing time, this does not mean equal playing time or playing in every game.
- f) Issues including, but not limited to: missed practices; a "bad attitude", or not following coach's instructions will affect the coaching decision.
- g) Playing time is the decision of the coach.
- h) The Board encourages each coach to discuss playing time and other issues at player/parent meeting prior to the first practice. This will explain the coach's philosophy and provide time to ask questions and receive parent feedback.

**ARTICLE VII
SELECTION OF COACHES**

Section 7.1. Qualifications. The candidates may be male or female. They should be at least 21 years of age. The candidates should have a basic knowledge of basketball and possess good administration and management skills. They may not hold a board position with AGTBA.

Section 7.2. Selection Process. The AGTBA Board will interview each applicant and will select a coach for each "A" traveling team prior to try-outs. If there are not enough applicants to fill all the open positions, the Board will be required to recruit qualified individuals for those open positions. AGTBA may elect to not select a "B" traveling team coach until after the "A" team has been selected.

Section 7.2.1 Application Process.

- a) The Board may interview each applicant and must select a coach for each traveling team.
- b) Potential coaches will complete an application form and submit to the Board for review, and will be subject to an interview process by the Board coach selection committee.
- c) All applications must be submitted to the Board by the application deadline date.
- d) Background check may be performed on any applicant for a coaching position.
- e) Coaches are approved for the current season only and must be approved each year to continue in the traveling program.
- f) To be considered, a coach does not have to stay with the same team he / she coached the prior year(s).

Section 7.2.2 Assistant Coaches.

- a) The head coach selects assistant coaches
- b) The assistant coach will complete an application form
- c) Background check may performed on any applicant for a coaching position.

Section 7.3 Coach's Responsibility. Coaches are role models for their team. They must treat all team players with respect. Coaches will be held accountable to the Board for their actions and for their assistant coach's actions on and off the court. Coaches and assistant coaches shall follow AGTBA policies and directives. Non-compliance by a coach or assistant coach will be grounds for disciplinary action by the Board. All coaches will be encouraged to attend all meetings and training as deemed necessary by the Board

Section 7.4. Termination. The Board has the authority to terminate and replace coaches who exhibit inappropriate behaviors as determined by the Board. The coach has the right to appeal the decision at a regular Board meeting.

ARTICLE VIII CONTRACTS, CHECKS, DEPOSITS AND FUNDS

Section 8.1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents of the AGTBA, in addition to the officers so authorized by these bylaws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the AGTBA, and such authority may be general or confined to specific instances.

Section 8.2. Checks, Drafts, etc. All checks, drafts or orders for the payment of money, notes or other evidences of indebtedness issued in the name of the AGTBA, shall be signed by such officer or officers, agent or agents of the AGTBA and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer or and countersigned by the President or Vice President of the AGTBA.

Section 8.3. Deposits. All funds of the AGTBA shall be deposited from time to time to the credit of the AGTBA in such banks, trust companies or other depositories as the Board of Directors may select.

Section 8.4. Gifts. The Board of Directors may accept on behalf of the AGTBA any contribution, gift, bequest or devise for the general purposes or for any special purpose of the AGTBA.

ARTICLE VIII FISCAL YEAR

The fiscal year of the AGTBA shall begin on the first day of July and end on the last day of June in each year.

ARTICLE X WAIVER OF NOTICE

Whenever any notice is required to be given under the provisions of the Minnesota Non-Profit Corporation Act or under the provisions of the articles of incorporation or the bylaws of the AGTBA, a waiver thereof in writing signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to the giving of such notice.

ARTICLE XI INDEMNIFICATION

Section 11.1. General. AGTBA shall indemnify its officers, Directors, committee members, employees, and agents in the manner set forth in Minnesota Statutes 317A.521, provided AGTBA has made such determination or determinations, if any, as it may reasonably require to establish that the standards set forth in Minnesota Statutes 317A.521, Subd. 2, have been met. In addition, AGTBA may, in the sole discretion of its Board of Directors, indemnify such persons or any other person under such circumstances or different circumstances as the Board shall deem appropriate, as long as the Board reasonably believes such indemnification to be in the best interest of AGTBA.

Section 11.2. Rights Not Exclusive. The indemnification provided by this article shall continue as to a person who has ceased to be a Director, officer, employee or agent and shall inure to the benefit of the heirs, executors, and administrators of such a person. Nothing contained in this Article shall affect any rights to indemnification to which AGTBA personnel other than Directors and officers may be entitled by contract or otherwise by law.

Section 11.3. Insurance. AGTBA may buy and maintain insurance on behalf of any person who is or was a Director, officer, employee or agent of AGTBA, or is or was serving at the request of AGTBA as a Director, officer, employee or agent of another Corporation, partnership, joint venture, trust, or other enterprise against any liability asserted against him or her, and incurred by him or her in any such capacity.

ARTICLE XII MISCELLANEOUS ISSUES

Section 12.1. Amendment of Bylaws. These Bylaws may be amended or repealed at anytime by the affirmative vote of a majority of the Board of Directors at any regular meeting or at any special meeting, if at least seven days' notice is given of intention to alter or amend or repeal or to adopt new bylaws at such meeting, and such Bylaws will become effectively immediately upon their adoption unless otherwise indicated.

Section 12.2 Communication/Conflict Resolution. This procedure should be followed to voice any needs or concerns, including playing time:

- a) No parent shall confront any player or coach in a disrespectful or intimidating manner at any time.
- b) If a parent has a need/concern they should set up a meeting with the coach to review the concern.
- c) If a need/concern cannot be resolved with the coach, the parent is encouraged to contact the Age Group Director to review the concern. This step may require a meeting between the parent and the coach with the Age Group Director serving as a facilitator.
- d) If a need/concern is not resolved via step 6.1(a) or (b), the parent should contact the Board to present the concern to the Board for a final resolution.

Section 12.3 Discipline.

- a) AGTBA coaches will have the authority to bypass playing time guidelines if they see a need to discipline. In these cases, the coach is expected to meet with the parent and player and explain the cause of the discipline as soon as possible.
- b) If the coach needs to take extensive action (suspension beyond one game) the coach should review their recommendation with the Board. Examples of incidents which could result in disciplinary action, include, but are not limited to:
 - i. disrespect shown for coaches, teammates, opponents, or referees;
 - ii. Failure to notify coach of a missed practice, excused missed practice, or arriving late for practice where the coach feels the player is unable to execute due to missed practice; or ejection from a game.
 - iii. Guidelines for coaches may result in the following discipline:
 - iv. first incident - one game suspension;
 - v. second incident - two game suspensions; and
 - vi. third incident - suspension from the team, pending review with the parent, the coach and the Board.

Section 12.4 Fees.

- a) Each year the Board will be responsible for determining the player's fee for participants in the program.
- b) Registration fees, and any other fees due, must be paid before a player is allowed to compete in any scheduled game or tournament.
- c) If a family has difficulty in meeting the financial commitment, they will need to speak to the President or Treasurer (Board) to set up a fee schedule (periodic payments) or to discuss alternative fundraising options available through AGTBA.
 - i. No player shall be unable to participate due to financial circumstances.
 - ii. Financial arrangements will be kept in the strictest of confidence.
 - iii. Players (families) granted an alternative financial arrangement may be required to participate in additional fund raising activities in lieu of the monetary fee.
 - iv. The Treasurer and President will coordinate this effort along with the family and develop an individual "plan" that appears to be fair to both parties (AGTBA and the family).
 - v. Final approval by the Treasurer and President is required for all alternative financial arrangements.
- d) There is not a required uniform deposit; however, players are responsible for the cost of replacing a lost or damaged uniform if it is not returned in satisfactory condition.
- e) There is a minimal, non-refundable try-out fee.

Section 12.5 Player Responsibilities.

- a) Players are to attend all scheduled practices and games. Failure to do so may reduce playing time in games.
- b) Players are responsible for their behavior on and off the court. Infractions will be referred to the Board for appropriate action.
- c) Players are encouraged to set a good example by displaying good sportsmanship, since they represent the team, AGTBA, and the Andover community.
- d) Players should be supportive of their teammates and coaches.

Section 12.6 Parent Responsibilities.

- a) Parents are responsible for their behavior at games.
- b) Parents are also encouraged to set a good example by displaying good sportsmanship, since they represent the team, AGTBA, and the Andover community.
- c) Parents should be supportive of their players and coaches.
- d) Parents are responsible for assisting AGTBA as required, e.g. tournaments, fundraisers, transportation to and from practices and games, etc.
- e) Parents should promptly pay all fees assessed by AGTBA.
- f) Parents may contact the Age Group Director or the Board to help resolve conflict if unable to resolve with the coach. See Section 11.1

Section 12.7. Issues Not Covered. Any issues not covered under these Bylaws or not covered in the Operations Manual will be decided solely by the Board of Directors.